

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: EDUCATIONAL TRANSCRIBER

POSITION LOCATION: Statewide

POSITION REPORTS TO: Regional Cooperative Supervisor

POSITION SUPERVISES: None

POSITION GOAL: To provide transcription for deaf/hard of hearing student(s) in the educational environment and participate as a member of the educational team providing tutoring and other services as assigned.

QUALIFICATIONS:

- High school diploma or equivalent.
- Demonstrated proficiency in English, spelling, and the vocabulary of the grades 6-12 classroom.
- Proficiency in typing 60 wpm and basic computer skills.
- Previous experience working with children or adults in paid or voluntary positions.
- Independent and reliable means of transportation.

PREFERRED QUALIFICATIONS:

- Associate degree in educational related field.
- Prior experience as an educational transcriber.
- Experience in the public school setting.

GENERAL DUTIES:

- Utilizes the transcribing process to ensure that the student has access to communication presented in the class including incidental language situations and auditory information when appropriate.
- Facilitates communication between the deaf/hard of hearing student and others in the educational environment.
- Communicates with appropriate educational personnel about the communication needs of the student(s) on a regular basis.
- Demonstrates sufficient knowledge of the content in the classroom to be able to transcribe concepts and vocabulary accurately and meaningfully to the student.
- Plans and prepares to appropriately transcribe daily classroom learning experiences.
- Assists student(s) individually in academic or vocational subjects as assigned by the teacher of the deaf/hard of hearing or the classroom teacher(s).
- Assists teacher of the deaf/hard of hearing and student(s) in explaining the role of the educational transcriber, to various professionals and student peers in the educational setting.
- Establishes and maintains effective communication with other members of the educational team and knows the role and responsibilities of each member of the educational team.

PAY PLAN: <u>Classified</u>	GRADE: <u>12</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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- Provides input on communication needs for IEP development.
- Fulfills other responsibilities consistent with the policies and procedures of the host district(s) and/or the Cooperative.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the supervisor.

KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent listening skills and ability to rapidly identify essential component of orally presented information.
- Ability to use the computer for all necessary transcribing functions.
- Ability to prepare notes appropriate to the needs of their school site and to demonstrate knowledge of student rights and needs, roles and professional behavior.